

How to Setup iCal for Student Subscription

Step #1

Go here first:
<http://www.icalx.com/create.php>

Create an account

email:

username: (Only use letters and numbers)

password:

confirm:

Fill in the form with your information. Don't forget your username and password. Click Submit

On the next page click "View your account"

[View your account](#)

Once your account is created you can login here

<http://www.icalx.com/account.php>

When you Login look for this information at the bottom of the page. These Web addresses are KEY!

To publish a new calendar from iCal, select the "Publish on a Web server" option, and use one of the URLs:

<http://icalx.com/private/merb2/>

<http://icalx.com/public/merb2/>

Be sure to enter your new username and password correctly.

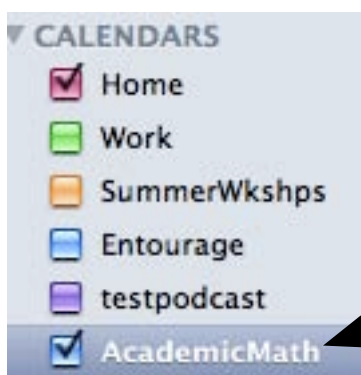
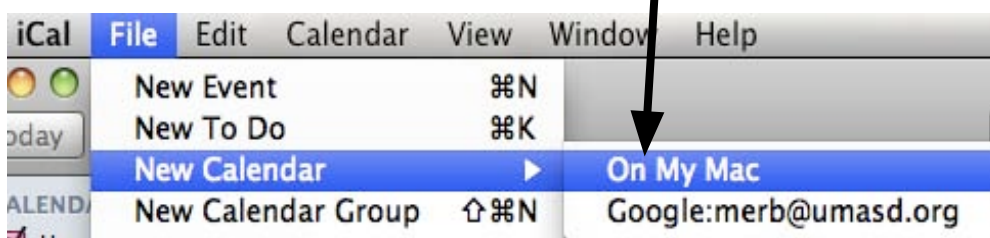
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Step #2

Launch iCal,
Found in your
Applications
folder

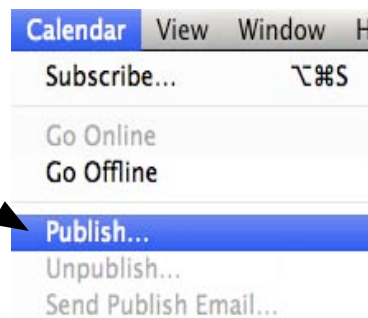


Create a new
Calendar

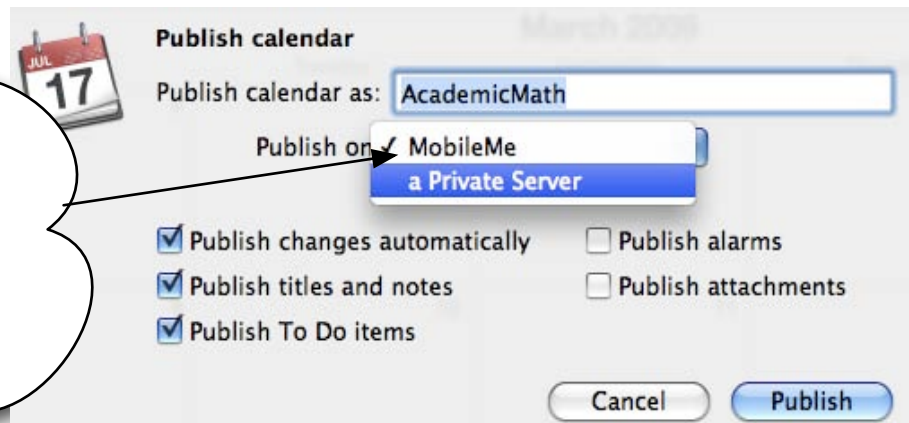


It will start as "Untitled" Type
in a name..."Period4Math,
HonorBiology, etc."
DON'T use spaces in the name

Click once on the calendar
name. Then go to the
Calendar menu and down
to Publish...



Click on the "Publish on" drop down and change to "a Private Server"



Publish calendar

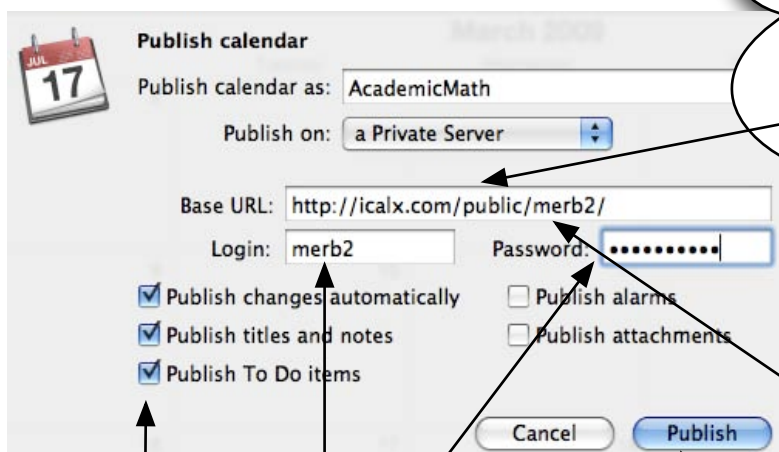
Publish calendar as: AcademicMath

Publish on: MobileMe
a Private Server

☒ Publish changes automatically ☐ Publish alarms
☒ Publish titles and notes ☐ Publish attachments
☒ Publish To Do items

Cancel Publish

This next part is slightly tricky....you can do it... Add in the "Base URL" from the bottom of your iCalX login. Confused...look at page one, at the bottom.



Publish calendar

Publish calendar as: AcademicMath

Publish on: a Private Server

Base URL: http://icalx.com/public/merb2/

Login: merb2 Password:

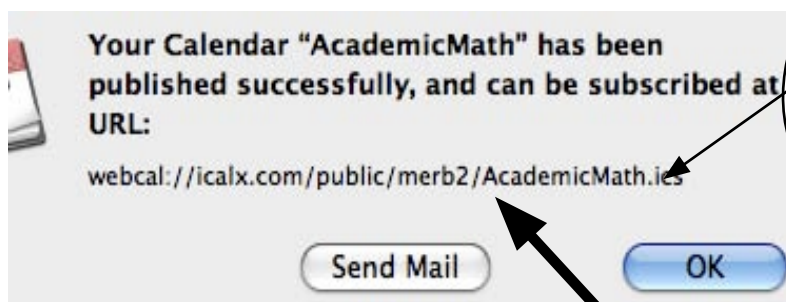
☒ Publish changes automatically ☐ Publish alarms
☒ Publish titles and notes ☐ Publish attachments
☒ Publish To Do items

Cancel Publish

Put your username and password from your icalx.com account in here. Tick these boxes as well

Your Base URL should look just like this EXCEPT your username would be here instead of merb2

When all this is setup click "Publish"
Aren't you glad you only have to do this once per class?



This is the web address that your students will use in their iCal to Subscribe to your iCal. You can Highlight, Copy, and Paste this address into Word or on your website to make it easier for the student.

Highlight, Copy, and Paste this address to a Sticky...somewhere... you'll need it later!!!

When you go back to the iCalx webpage, (<http://www.icalx.com/account.php>) and login you will be able to see all the calendars you have posted.

Public Calendars (no password required to view or subscribe)

filename	view	last published	delete
AcademicMath.ics	.ics html	Mar 25 12:34pm	X

If you select this link it will subscribe you to the calendar in iCal.

If you select this link it will take you to your calendar in the form of a webpage

Click here to stop the calendar from being published

You now have the option of adding whatever you would like to iCal and it will publish "Automatically".

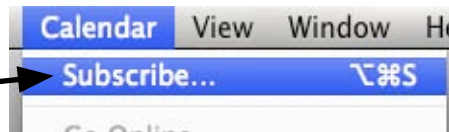
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Step #3

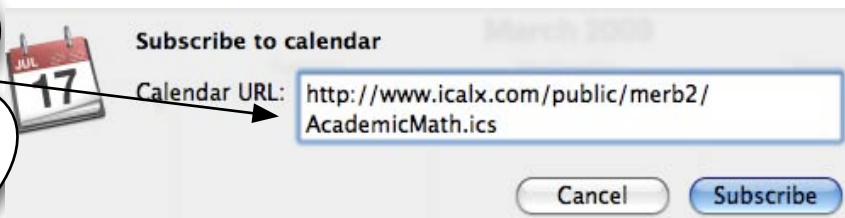
Subscribing to a Calendar

Open iCal...

Under the
Calendar menu,
down to
Subscribe...



Type in the calendar URL ,
it will always end in .ics
This is the address that
was created when you
published your calendar.
See page 4



After you subscribed
you'll get this box.
**Be sure to change the
Auto-refresh settings
to Every hour
Then click OK**

